User Guide
Connecting Videos to Education (CVE)
Société GRICS

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Table of Contents

Need more information on CVE? More information can be found by clicking on the Online Tutorials and on the FAQ link in the Help section of the CVE Homepage.

If you cannot find the answers to your questions in this document or the website FAQ, contact Ann Quesnel. She'll be happy to assist you further: ann.quesnel@grics.ca – 514 251-3700, ext. 5017.

Accessing the CVE Website

Note: If your institution has a portal [for example, Edu-group, EZproxy, Virtual Office], check to see if you can access CVE directly from it.
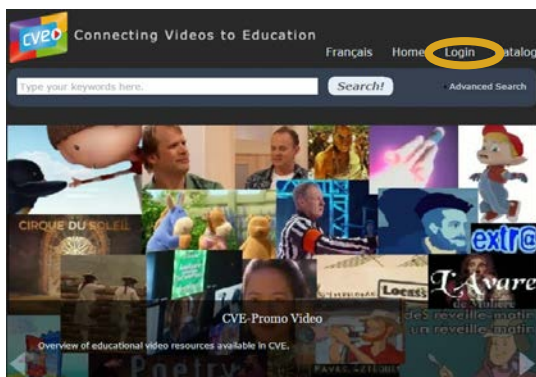
1. Go to the CVE homepage: http://cve.grics.qc.ca/.
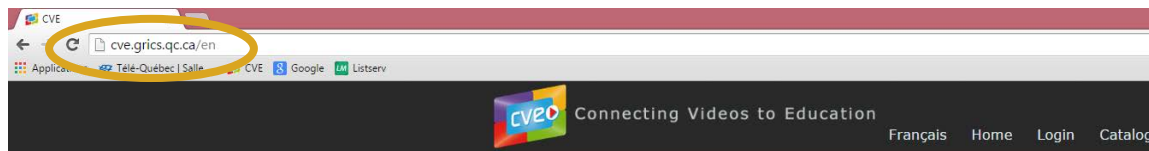
2. Click **Login** on the toolbar at the top of the page. A dialog box will appear. Enter your username (your email address) and password, then click **Log in**.

Subscriber Access and Accessing without Login Codes

**1.** When accessing the CVE website **without a login**, the homepage is:

You will notice:

- A **Login** tab

Note: *Accessing the site without an authorized Login (username and password) only enables viewers to look at a **sample (maximum 2 minutes)** of each video. This preview function does not give access to create playlists, quizzes, bookmarks, etc.*

2. When accessing the site with a CVE connection [i.e. an authorized username and password], the homepage displays like this after you have entered the username and password.
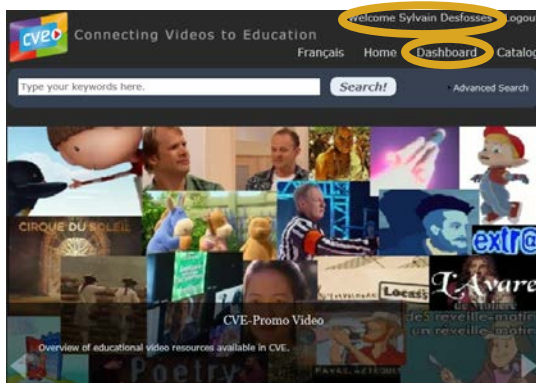
Notice that:

- The **subscriber name** is listed at the top of the page. [In the above illustration, the subcriber name is Sylvain Desfosses.

- The **Dashboard** tab allows you to record playlists, create quizzes, manage student groups, etc.

The Homepage

- **Main Menu:** This toolbar gives your access to the various pages of the website.

- **Search Engine**

- The **Advanced Search** button enables you to carry out a search by **Clientele**, **Subject Area**, **With a Teacher's Guide** or **Category**.

- The **Image Carrousel** is an interactive visual content area in which selected videos from the collection are presented and can be accessed.

- **New Release Sidebar** – the place to find out about new videos added to the CVE, Teacher's Guide classifying videos according to the Progression of Learning of a subject area, and additional resources as well.

- **My Content Area** – the place to find out the latest news, to read the current and previous newsletters, and get an overview of what's available.

- **Special Events** – Videos relating to projects and themes (ex.: Sexting-Cyberintimidation-Bullying)

- **Site Map** and other useful information – including the FAQ (Frequently Asked Questions) area to explain the different functions of the site.

- **Online Tutorials** explaining the different functions.

CVE Videos: How They Are Organized

- The sub-menu on the left lets you view the collection according to categories for grouping videos called filters. You can use this categorization to carry out a search.

- The list of filters and keywords used to make a search is always indicated above the list of videos.

- Search for videos with teacher's guides.

- This symbol represents videos with teacher's guides.

- At this stage in the search process for each video you will be able to see:

  o the title

  o a representative image

  o the beginning of the program summary

  o Three pieces of information: type of video, production year, and country of origin.

- Click on the tile of the series to access programs of the series

- View the complete catalog of series in alphabetical order.

The catalog is available in Marc21 format

CVE Videos: How They Are Organized (Continued)

- The sub-menu found under a video enables you to carry out the following functions:
  - **Add to…**
    - My bookmarks
    - My playlist
    - New playlist
  - **Download** – enables you to download the video to your computer.
  - **Quizzes**
    - Add a question to a quiz
    - Do the quiz
    - Create a new quiz

- These four tabs contain **detailed information** about the video and the series to which it belongs. Supporting teacher guides* in PDF format which have been created for the video. Annotations can be added by the subscriber simply by clicking on the Teacher's Notes Tabs.

  *A Teacher Guide Tab includes a variety of resources prepared by professional educators. A Teacher Guide Tab may include the following types of materials
    - Teacher Guide
    - LES for IWB: Learning and Evaluation Situation for interactive whiteboards (Notebook and Open Sankoré softwares, and tablettes)
    - Student Booklet and Educator's manual
    - Procedure on how to open a Notebook file if a subscriber does not have Notebook software installed on their computer.

- **Related Videos** – Suggests other videos in CVE related to the subject matter.

The Dashboard and Its Components

The **Bookmarks** page is the one that appears by default when you open the Dashboard:
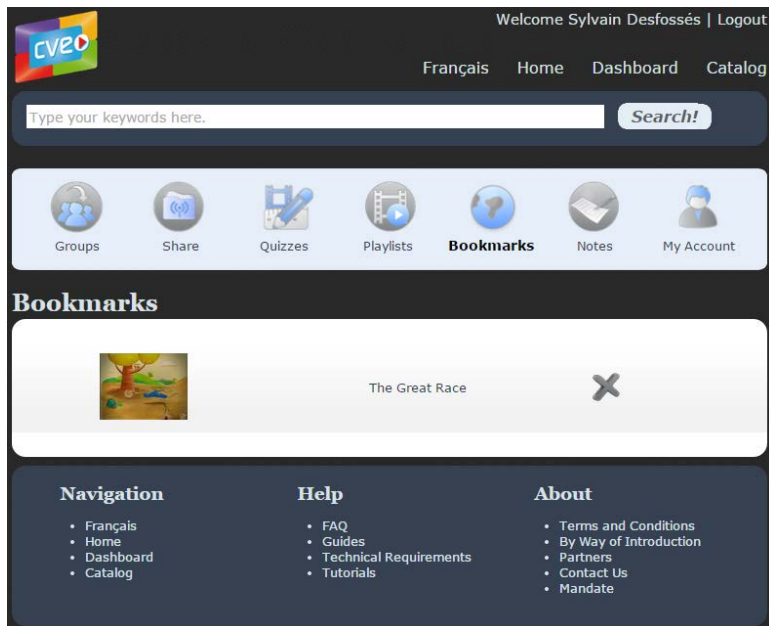
The components of the **Dashboard** are explained in detail in the following pages.

Add, rename, delete, edit – changes properties and language

My quizzes: quiz title, modify questions, results, delete.
My Questions: edit, delete

Consult, edit, delete.
They appear in alphabetical order

See newsletters, history.
Edit: User account, subscription management.
Quiz results: To see the results for quizzes that have been taken.

Type of Content – All quizzes, bookmarks

My Playlists: Contains the lists you have created. They appear in alphabetical order.
All Lists: Contains all the lists created in CVE.

Consult, delete

Groups

Student groups and user accounts can be created by the CVE administrator in your school or other institution.

If one is not available, you can create your own student groups, then user accounts for each of your students.
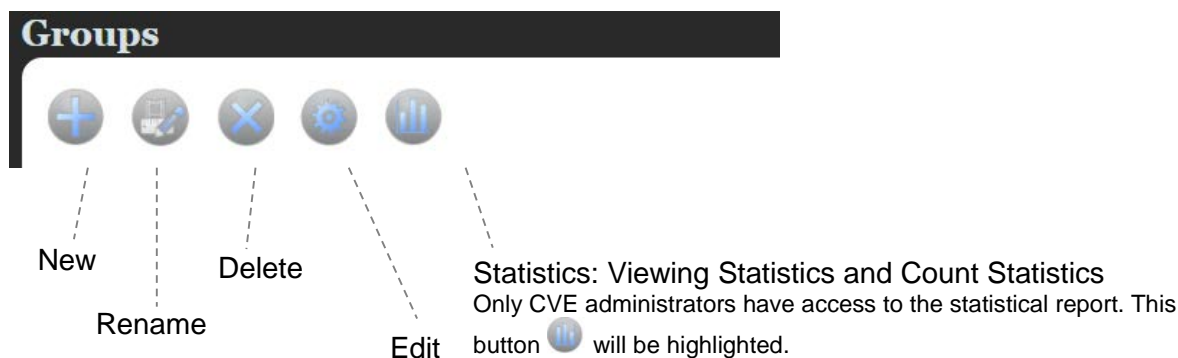
It is possible to share videos and playlists among groups, and to add a questionnaire linked to the viewing of the program.

Groups

New   Delete

Statistics: Viewing Statistics and Count Statistics
Only CVE administrators have access to the statistical report. This
Rename

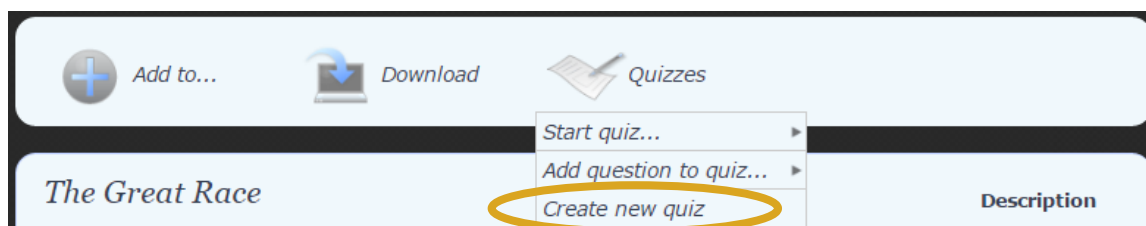Edit   button   will be highlighted.

Quizzes

The number of quizzes contained in a subscriber's account is always entered on the homepage under the heading **My Account**.

Several quizzes can be linked to the same video.

**Create a Quiz** based on a video can always be made.

1.   Under the selected video, place the curser under the **Quizzes** tab.

2.   Click on the **Create new quiz** option in the dropdown menu.

Add to...   Download   Quizzes

Start quiz...
Add question to quiz...
*The Great Race*   Create new quiz   **Description**

3.   Fill in the required fields in the window that opens (title, availability options, success, rate sharing, etc.) and click **Save**.

Adding Questions

1. Go to the **Quizzes** tab under the video for which you wish to create a quiz.

2. Scroll down to **Add questions to quiz…**

3. A "**Choose a question type**" box opens, giving options. Choose the type of question you wish to create, click on it, and then click **Next**.

**4.** Write your question in the window that opens and click **Save**.
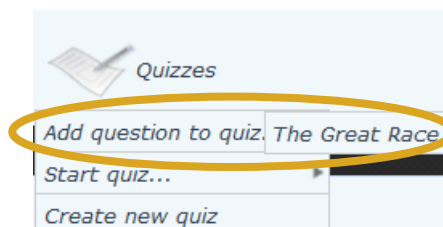
You can also manage the **Questions** function by going to **Quizzes** section of the **Dashboard**, and clicking on the **My Quizzes** tab.
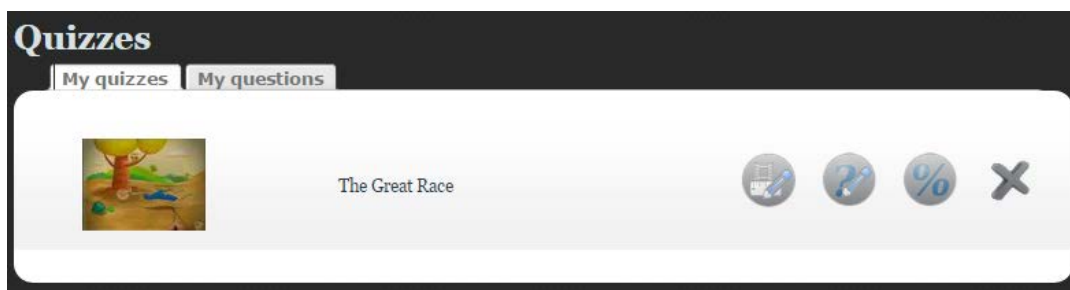
1. Click on the **Question Mark** button .

2. In the "**Create a new question**" section of the window that appears, choose the appropriate question option.

3. Fill out the other fields in this window. When you are finished, click **Save** at the bottom.

4. When you have composed the question, put a tick mark in the appropriate place (e.g. whether your question is "true" or "false") and then click **Submit**.

Editing a Question

1. In the **Dashboard**, in the **Quiz** section and under the **My questions** tab, click on the title of the question you wish to modify.
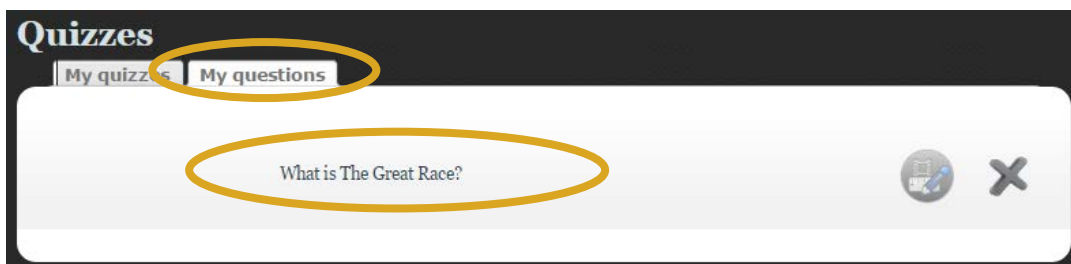
2. Click on the **Edit** tab, then make the changes to your quiz.
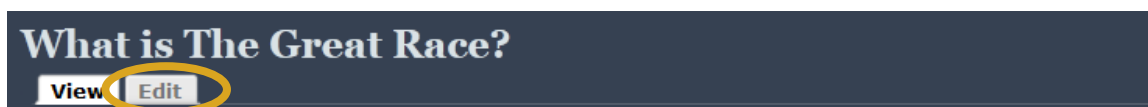
Answering a Quiz

<u>**Teacher**</u> Go to the page of the video related to the quiz, place the cursor on the **Quizzes** tab, go down to the **Start quiz** option and choose the title of the quiz from the dropdown menu.

OR

From the **Dashboard**, in the **Quizzes** section, click on the title of the quiz and then on the **Start quiz** button.

<u>**Student**</u> Go to the **Dashboard**. In the **Share** section click on the title of the quiz.

To See the Results of Each Quiz

1. Go to the **Dashboard**, then to the **Quizzes** section. Then click on the **My quizzes** tab.

2. Click on the **Results** button of the desired quiz.

A window will open (see below). You will be able to **choose the type of result** that you wish (start, finished, score, etc.)

- You can select for a quiz taken by a particular person by typing his/her name in the search box under the category **Username**.
- You can see the number of quizzes taken and other information by clicking on the dropdown menus arrows ("**No Filter**") underneath the various categories.

So, for example, it is possible to see how many students passed a quiz with a grade greater than 90% average, or how many took the quiz today.

Menus of the other categories

Search box according to username (email address)

To see details about a quiz-taker or to delete his/her results from the list, place the cursor on the player's name. Options will be displayed, as shown here. (This is the **view** option.)

*To delete the results of **several students at the same time**, and not one-by-one, as above put a check on all students to delete, select **Delete** from the dropdown menu in the **Options** box and click **Update**.

When you create a quiz, you can share with your groups. You can select more than one group.

Playlists

A playlist is a **document** in which you can put clips (selections) from videos. You can create an unlimited number of clips within a playlist. A playlist will enable you to show certain sections of a video instead of showing the entire full length video.

The number of playlists in your folder is listed on the homepage of CVE. It is one of the options below in **My Content**.

Playlists are listed in alphabetical order in your dashboard.

Creating a playlist

1.   Go to a video page.

2.   In the toolbar under the video viewer, hover the cursor over **Add to…**

3.   Click on **New playlist**.

4.   In the window that opens, enter the desired **Playlist title name** and click save.

5.   To create a video segment
- Name the playlist
- Click save
- Choose the starting and ending times of the playlist
- Save
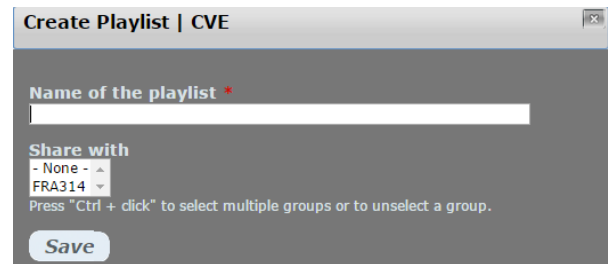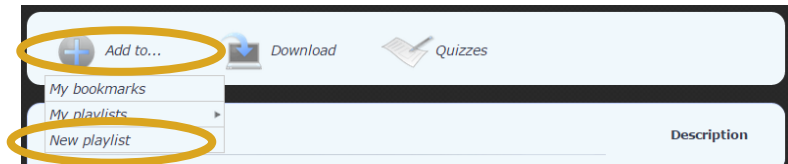
The video is then in your list. This can be checked by going to the **Dashboard**, then to the **Playlists** section, followed by the **My Playlists** tab. After you have clicked on **My Playlists** you can then click on the thumbnail of the video segment and view it. Playlists appear in alphabetical order rather than by date of creation.

If you want to change or edit the video description, you can do so by clicking on the **Edit** button under the video.

Race
[0:01:31 - 0:05:55]

Edit
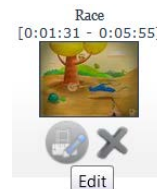
To view all video segments of a playlist, click on [WB] icon. There are no limit to the amount of video segments a playlist can have.

You will see the title under each segment.

To help you create playlists, go to the **Teacher's Guide** side tab of the video. Refer to the video's teacher's guide which includes time lengths for each segment of the video.

Example:

06:40 – 09:44   *Brutha Gimel*: **"Deferred Race"** (This performance explores racism and the injustices endured by black youth expressed through the metaphor of a foot-race and playing on the double meaning of the word "race".)

09:45 – 14:45   *Crystal Tenille Irby:* **"Courage"** ("I finally got the courage" is how a young woman describes her healing process getting over a failed relationship.)

14:46 – 18:33   *Poetri:* **"Monsters"** (A man's humorous yet poignant and insightful explanation for his weight problem: his stomach is inhabited by monsters forcing him to overeat!)

To see all playlists, click here.
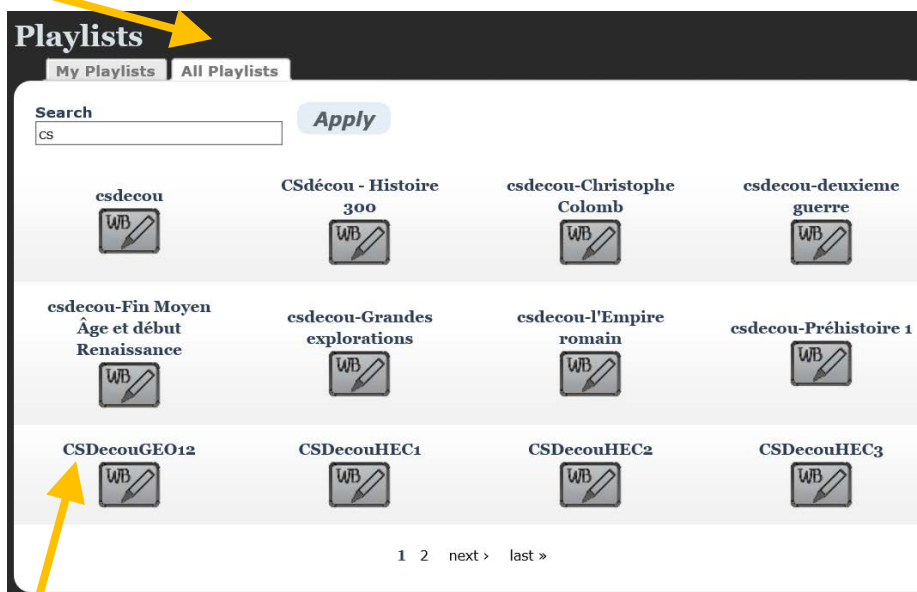
Tips: To share your playlists with a colleague, give a prefix to the title of your playlist, for example csdecou – title.
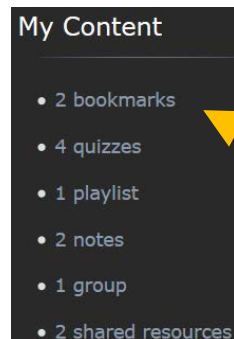
Bookmarks

Bookmarks are a list that can easily and quickly help you find relevant videos.

The number of bookmarks is visible on the homepage in **My Content** section.

Bookmarks appear in alphabetical order rather than by date of creation.
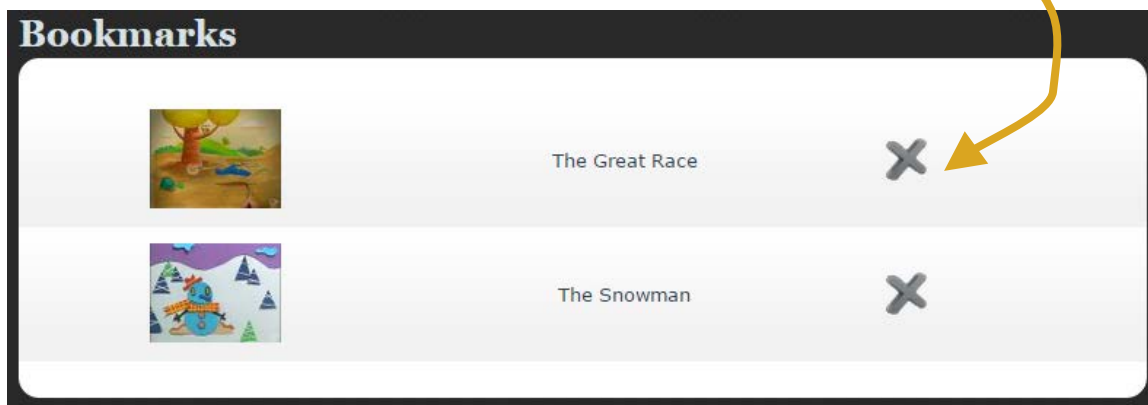

Creating a Bookmark

1. From the page of the video you have selected, place the cursor on **Add to…**

2. Click on **My Bookmarks**.

Deleting a Bookmark

1. From the page of the video you have selected, place the cursor on **Add to…**

2. Then click on [**Remove from bookmarks**].

OR

1. On the **Dashboard**, under the **Bookmarks** section, click the **Delete** button.

- Click on the **Thumbnail** or the **Title of a video**, opening to the page of this video.
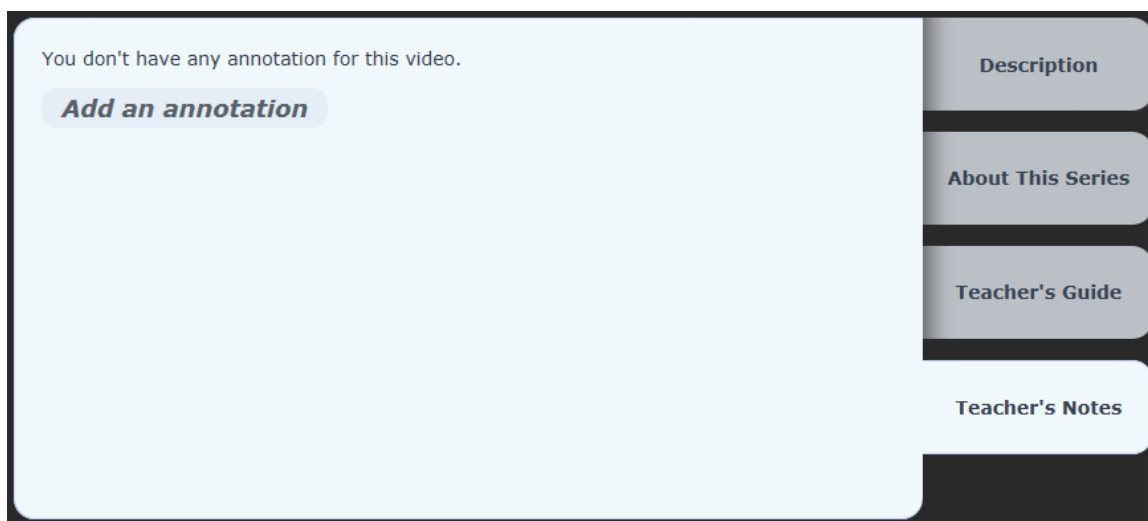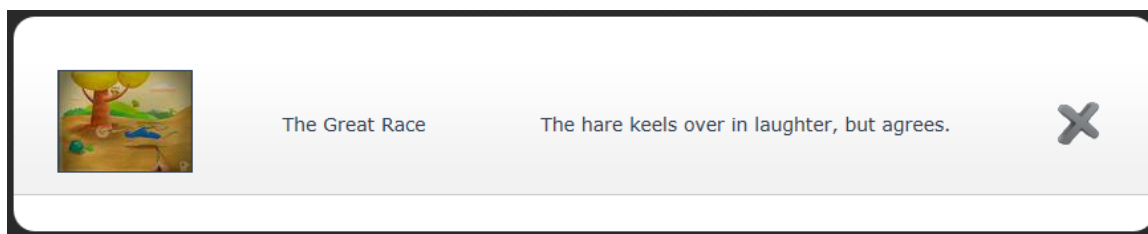
Annotations

This tool will help you plan a lesson effectively. You can add comments when preparing a learning activity as well as links to websites which you can use as additional resources with your students.

Annotations are always made starting from the page of the video you wish to annotate.

1.   Click on the **Teacher's Notes** tab.

2.   Click on **Add an annotation**. In the **New annotation** window that opens above the "add an annotation" window, enter the contents of the note you wish. When you have finished, click **Save**.

You can subsequently view all the notes you have made in the **Dashboard** under the **Notes** tab.

To **Edit** a note, you have to go to the video in question, click on the **Teacher's Notes** section, and then click on **Modify the annotation**.
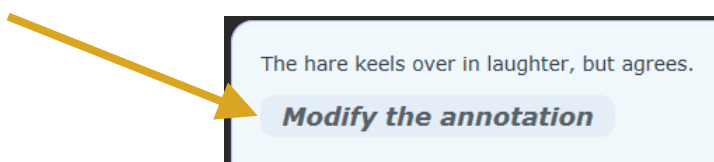
My Account

Under the **My Account** tab on the **Dashboard**, you can consult the following **general information:**

The **Edit** tab provides you with options to change your password or the language of your account.

The **My Results** tab (see below) allows you to have an overview of the results of all the quizzes made, and from all quizzes created on your account.

Share

The **Share** section provides access to a range of CVE functions (quizzes, playlists) that can be shared with other users – for example, with students.

It is possible to:

- **Consult** an item by clicking on the **Thumbnail** or the **Title of the video**.

- **Edit** an item by clicking on the **Edit** button.

Downloading a Video

You can always download the video if you do not want to go online. However, we strongly recommend viewing videos online, as there are many advantages:

1. Videos are accessible from home, both by teachers and also by students.

2. Access to the functionalities available on the CVE site, which can also be accessible to your students.

3. The video is more easily accessible for screening.

4. A streamed video will not take up space on your hard drive.

PLEASE NOTE: if you download a video, you must delete it after 30 days. This is part of Société GRICS' contractual arrangements with the video producers, and in turn it is part of the contract made between Société GRICS and school boards and other institutions. However, if you still need a copy of the video, you may download it again the next day.

Downloading a Video

1. Starting from the page of the video that you wish to download, click **Download** on the toolbar directly beneath the viewer.
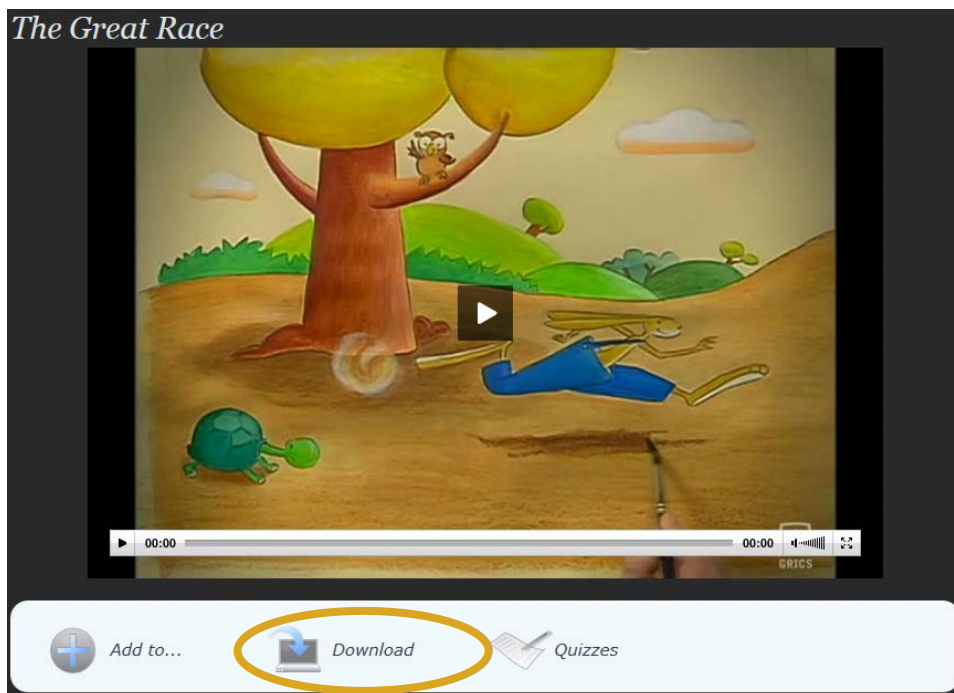
2.   Click on **rights of use** to read the terms of use. **If you accept these terms**, put a check in the box beside **"I have read and understood the rights of use."** Then click the **Download** button. This window appears only when you carry out your first download – the terms of use, of course, apply to all subsequent downloads.
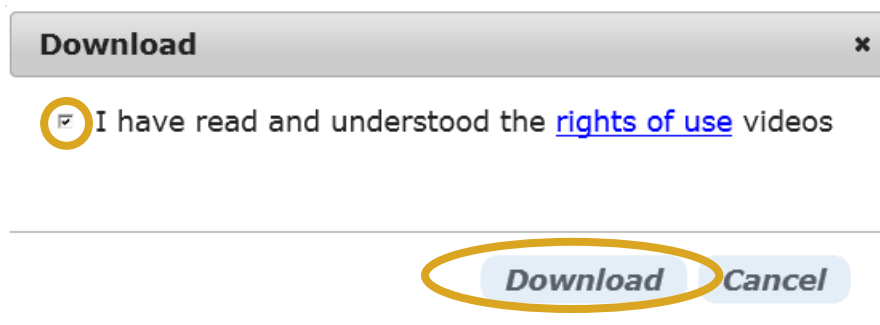
You can save the video on your desktop, on a USB key, in your teacher folder on the school board server, or in your portal community.
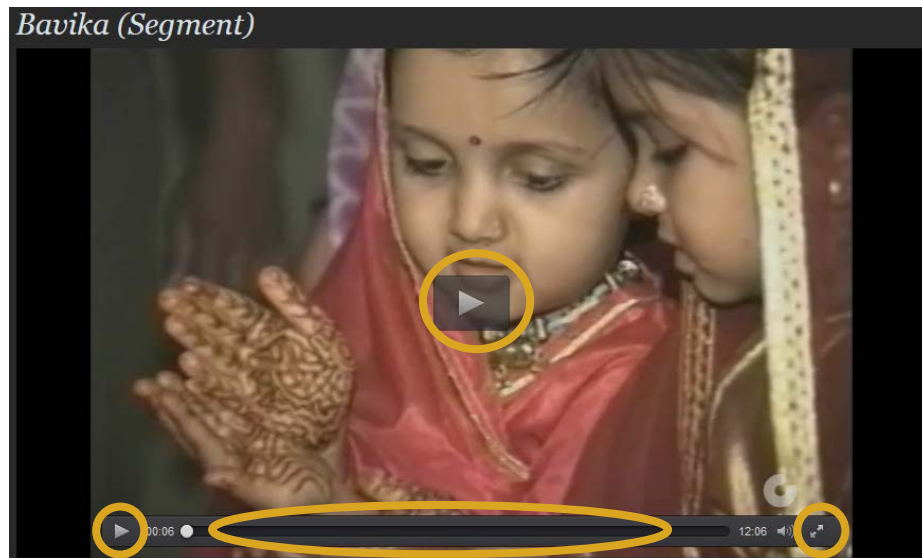
Streaming a Video

After you have been authenticated by the CVE site, as explained above, you can search for a video by one of the following ways:

1. By entering key words into the search engine box and clicking the **Search** button

2. By clicking on the **Catalog** button and looking around.

3. By clicking on the **Advanced Search** of the homepage. You will be able to select your clientele, subject, and videos **With a Teacher's Guide**.

4. By clicking on the subject that appears on the homepage ("Families of India" in the screenshot below.)

Once you have made your selection, you can stream directly from the CVE website.

To start the video, click the start arrow in the viewer (circled) or in the lower left corner (also circled). Click again to put the video on pause.

A progress bar (wide yellow circle above) lets you scroll through the video timeline and go directly to a desired sequence.

Finally, you can put the video in full screen mode by clicking the "four arrows" button in the lower extreme right corner of the viewer window. Clicking that same button will bring the viewer back to its original size.